

<p>CITY OF BEAVERTON</p> <p>Development Division Manager</p>

General Summary

Manage the Development Division of the Community Development Department to effectively implement the City's goals and objectives for redevelopment, housing, urban renewal and sustainability. Serve on the CDD management team.

Key Distinguishing Duties

This single position classification has overall responsibility for managing complex real estate negotiations, programs and staff of the division including hiring employees, providing coaching and feedback, responding to grievances, and overseeing any disciplinary actions as needed.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Develop, review, approve and implement strategies, programs and projects to meet redevelopment, urban renewal, housing and sustainability goals and objectives. Evaluate performance and effectiveness of programs and projects; take action for improvement as necessary.
2. Lead multi-disciplinary team to ensure City and BURA goals and objectives are met. Make hiring decisions. Set performance standards. Provide opportunities for developmental training and performance coaching to employees. Conduct performance discussions. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Manage and conduct negotiations for complex and high-profile real estate transactions. Identify parcels for assemblage; create property management plans for City-owned properties; identify, negotiate and structure disposition of parcels to meet City objectives.
4. Pursue resource development for City projects and priorities. Create new funding programs for project delivery.
5. Prepare, recommend and monitor division's budget. Provide explanation for variances.
6. Work effectively with external stakeholders, elected officials, and staff from other departments to facilitate implementation of City redevelopment, housing, urban renewal and sustainability goals.
7. Represent the City at external development-related meetings, events, task forces and committees. Develop and deliver presentations; lead meetings.

8. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
9. Provide direction and set standards for excellent internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
10. Actively support safety and loss control measures. Ensure employees and volunteers are held to departmental safety and loss control standards.
11. Participate in the City Emergency Management program including classes, training sessions and emergency events.
12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
13. Follow standards as outlined in the Employee Handbook.
14. Actively promote and support diversity in the workplace through volunteer recruitment, staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide departmental support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of principles and practices of real estate development and legal practices, urban renewal, community and economic development, housing policy, and sustainability pertaining to development.
- ◆ Expert knowledge of federal, state and local laws and regulations pertaining to real estate development and urban renewal.
- ◆ Expert knowledge of principles and practices of real estate transactions and documents.
- ◆ Expert knowledge of principles and practices of strategy and policy development and implementation.
- ◆ Advanced knowledge of public/business administration principles and practices.
- ◆ Working knowledge of employee supervision and human resources principles and practices.

Skills/Abilities Required

- ◆ Successfully negotiate and manage a variety of contracts.
- ◆ Successfully plan, develop, organize and implement strategic plans, programs and projects.
- ◆ Effectively lead, mentor and coach employees.
- ◆ Deliver effective presentations before a variety of audiences.

- ◆ Properly and effectively manage the operations and budget of a division.
- ◆ Establish and maintain effective working relationships with elected officials, employees, contractors, other agencies, and the general public.
- ◆ Productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Communicate effectively with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Successfully solve problems and make decisions within broad guidelines.
- ◆ Properly and effectively use word processing, spreadsheet and other software applications as required for position.
- ◆ Regular, punctual attendance at assigned work location.

Minimum Qualifications Required for Entry

Bachelor's degree in urban planning, architecture, landscape architecture, economics, public administration or related field, and eight years progressively responsible experience in managing urban development projects and/or complex real estate transactions, including two years in a supervisory or lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. A master's degree in urban planning, business or public administration, or a related field is strongly preferred.

Licensing/Special Requirements

- ◆ Must possess a valid driver's license and meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; regular attendance at meetings or activities outside of normal working hours; operation of a motor vehicle on public roads to attend offsite meetings and events.

Classification History

Created: 9/2014

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date